

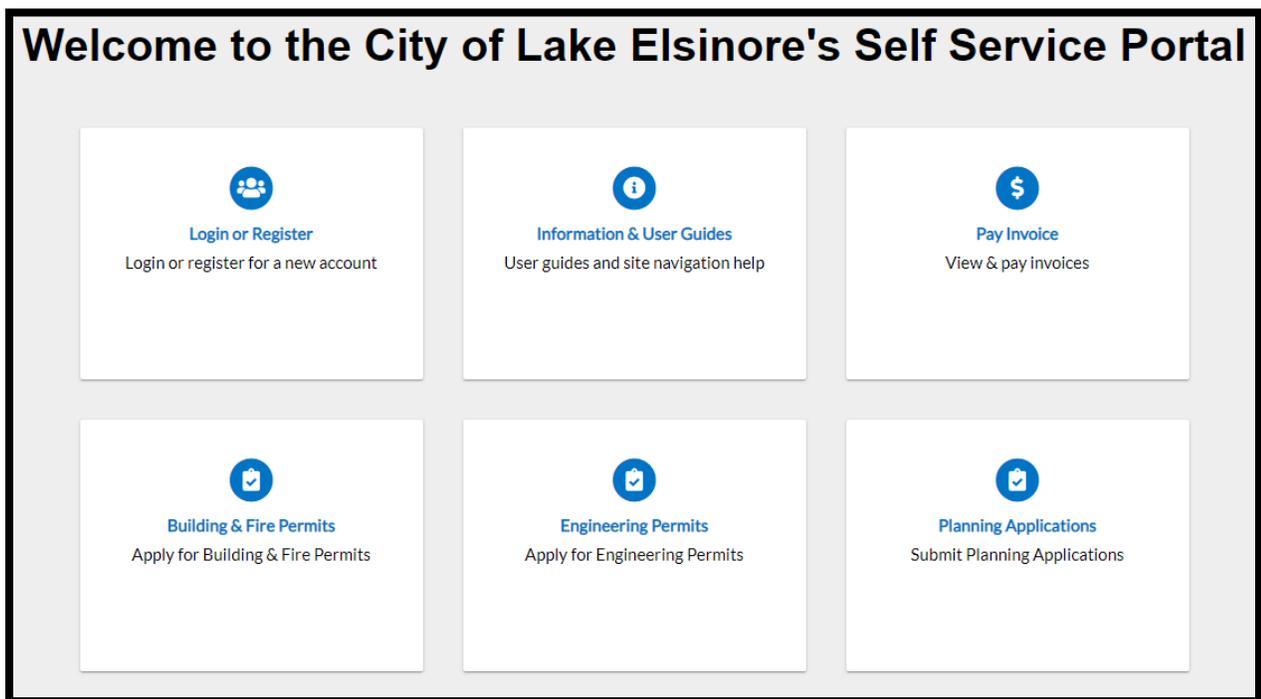
CITY OF LAKE ELSINORE ONLINE CITIZEN SELF-SERVICE PORTAL USER GUIDE

APPLYING FOR BUILDING AND FIRE PERMITS

OVERVIEW

This guide will walk you through the simple steps necessary to submit applications for Building, or Fire permits on the CSS Portal.

Once you have obtained an online account, you can login to the portal and select the application type you'd like to submit for.



BUILDING & FIRE PERMITS

You will need to complete an application form from the Online Building page before you submit your online application. Once you complete this form, you will need to either print it or save it as a PDF file on your computer. You will need to attach the application form, along with any other required plans or documents during the online submittal process.

Click anywhere on the Building & Fire Permits tile to jump to the Online Building page.

This page provides you with a link to a self-fillable, online form that you will need to complete and then save to your computer.

[City Services](#) » [Online Services](#) » [Citizen Self Service Portal](#) »

ONLINE BUILDING

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Online Building Permits

Welcome to the Building Department's Online Application Page. Before you submit your application, you'll need to review the requirements for the permit type and fill out and electronically sign the application form.

Once you have completed the application, you will need to either save or print it as a PDF file.

You can complete the application form [HERE](#)

You'll need to attach the application along with your plans and any other required documents when you submit your application on the CSS Portal.

You can submit your application here

APPLY NOW

Click on the "HERE" link, circled above to launch the application form.

Fill in all of the relevant information from the Building Permit Worksheet and Affidavit and then type your name at the bottom to electronically sign the form.



Building Permit Worksheet and Affidavit

Applicant Name: _____

Street Num. & Name: _____

Parcel Number: _____ Lot Number: _____

Tract Number: _____ Block/Page: _____

Occupancy Group/Division: NA Construction Type: NA

Electrical, Plumbing and Mechanical Worksheet

Please fill out all relevant rows below. Incomplete or inaccurate information will delay the processing of your application and may result in additional fees.

Electrical			Plumbing			Mechanical		
Item	Qty	Units	Item	Qty	Units	Item	Qty	Units
New Residential Multi Family		Sq. Ft.	Water Service	No		F.A.U./Furnace/Ducts/Vents		Fur.
New Residential Single Family		Sq. Ft.	Building Sewer	No		F.A.U./Furnace/Misc / > 100000		Fur.
Switches		Sw.	Private Septic System	No		Floor Furnace/Vent		Vents
Receptacle Outlet		Outl.	Rain Water System per Drain		Sys.	Unit Heater/Wall Heater		Htrs.
Lighting Fixtures		Fixt.	Gas Piping System Outlets/Stubs		Ot/St	Install/Relocate/Replace Vent		Vents
Res. Fixed Appliance Outlets		Outl.	Dishwashers		Disw.	Ventilating Fan		Fans
Non-Res. Appliance Outlets		Outl.	Grease Trap / Interceptor		Trps.	Evaporative Cooler		Crs.
100 - 200 Amp Service < 600V		Units	Install, Alter or Repair System		Sys.	Ventilating System		Sys.
200 - 1000 Amp Service < 600V		Units	Lawn Sprinkler System	No		Exhaust Hood/Commercial Hood		Hds.
Misc. Apparatus, Conduits, Etc.		Units	Backflow Device Smaller than 2"		Dev.	Fireplace		Firpl.
Signs		Signs	Backflow Device Larger than 2"		Dev.	Commercial Incinerators		Incin.
Sign Branch Circuit		Cir.	Floor Drains		Drns.	Air Handler > 10000 CFM		Hdlr.
Busways / EA 100 FT		Busw.	Floor Sink		Sinks	Air Handler < 10000 CFM		Hdlr.
Temporary Power Service	No		Fixture or Trap		Fix/Tr	Fire Dampers		Dmp
Temp. Power Dist. Systems		Poles	Alter or Repair Drain or Vent		Dr/Vt	Registers		Reg.
Motors / Transformers	Qty	Units	Fire Sprinklers per Building		Sprk.	Repair/Alter Misc. HVAC	No	
Motors/Transformers 1-10 HP		Mt/Tr	Swimming Pool			Compressor or Heatpump		
Motors/Transformers 10-50 HP		Mt/Tr	Swimming Pool Type	No		Compres./Heatpump Ton or HP		
Motors/Transfms. 50-100 HP		Mt/Tr						
Motors/Transformers >100 HP		Mt/Tr						

Owner/Contractor Declarations

Licensing Statements (Mark One)

I am licensed under the provisions of Business and Professional code Section 7000 et seq. and my license is in full force.

I, as owner of the property, or my employee w/wages as their sole compensation will do the work and the structure is not intended or offered for sale.

I, as owner of the property, am exclusively contracting with licensed contractors to construct the project.

Workers Compensation Insurance Statements (Mark One)

I have a certificate of consent to self-insure or a certificate of Workers Compensation Insurance or a certified copy thereof.

I shall not employ any person in any manner so as to become subject to Workers Compensation Laws in the performance of the work for which this permit is issued.

I hereby certify that I have read this affidavit and state that the above information is correct. I agree to comply with all City of Lake Elsinore and Riverside County ordinances and California State Laws relating to building construction, and hereby authorize representatives of the City of Lake Elsinore to enter upon the above-mentioned property for inspection purposes.

Signature of Applicant (Or Type Full Name)

Date

Tue Mar 31 2020 09:26:29 GMT-0700 (Pacific Daylight Time)

Once you have completed and saved the application form, return to the Online Building page and click on the Apply Now button to launch the CSS Portal Application Assistant.

[City Services](#) » [Online Services](#) » [Citizen Self Service Portal](#) »

ONLINE BUILDING

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Online Building Permits

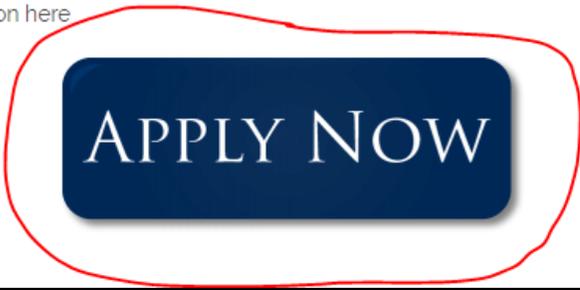
Welcome to the Building Department's Online Application Page. Before you submit your application, you'll need to review the requirements for the permit type and fill out and electronically sign the application form.

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You can complete the application form [HERE](#)

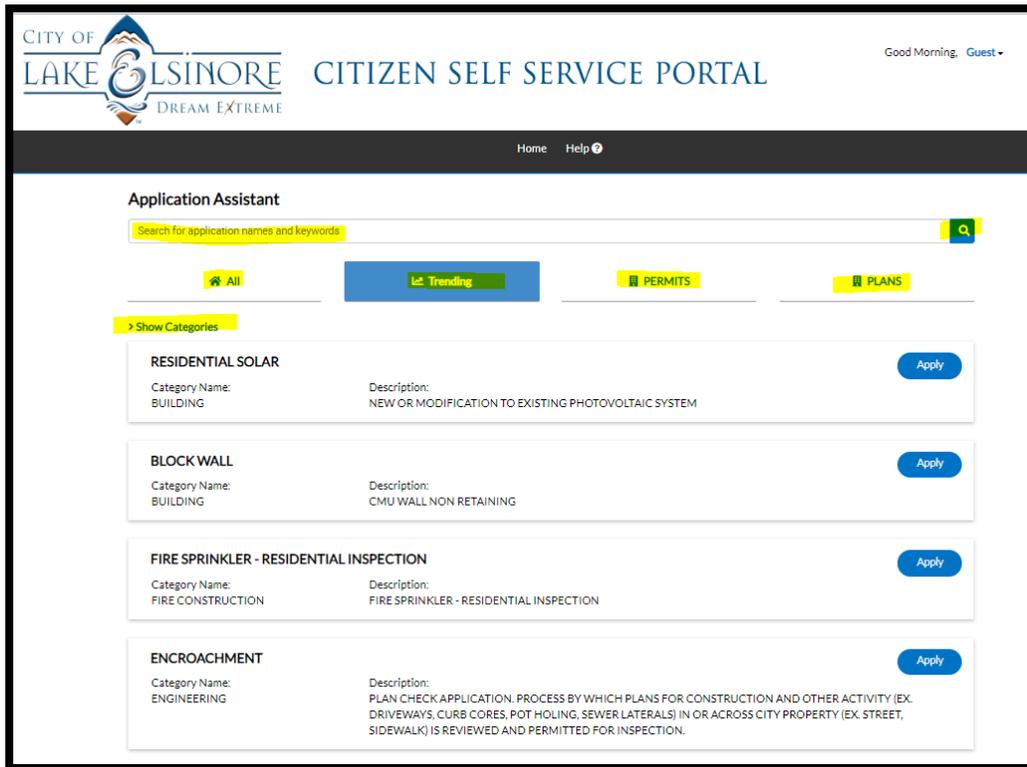
You'll need to attach the application along with your plans and any other required documents when you submit your application on the CSS Portal.

You can submit your application here



From the Application Assistant screen on the CSS Portal, you will be able to apply for any permit type available.

You can search for any application type by entering the name in the search bar across the top of your screen. Below the search bar, there are choices to view all application types, those that are "Trending" (used most frequently on the CSS Portal), Permits or Plans. Clicking on those choices will selectively filter the available types, based on your choice.



CITY OF LAKE OSWEGO DREAM EXTREME CITIZEN SELF SERVICE PORTAL Good Morning, Guest

Home Help

Application Assistant

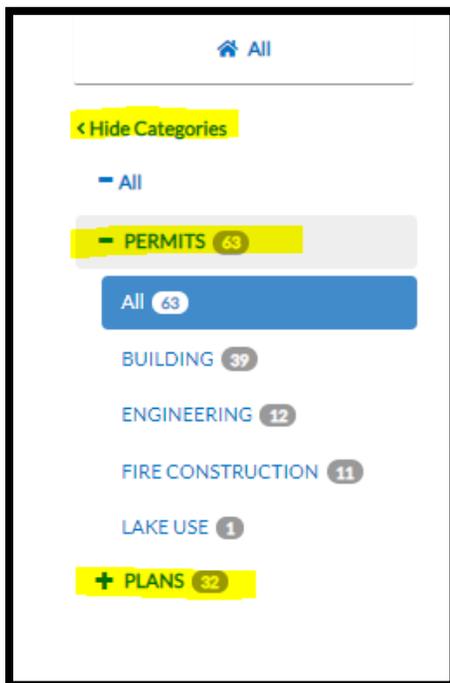
Search for application names and keywords

[All](#)
[Trending](#)
[PERMITS](#)
[PLANS](#)

> Show Categories

RESIDENTIAL SOLAR	Apply
Category Name: BUILDING	Description: NEW OR MODIFICATION TO EXISTING PHOTOVOLTAIC SYSTEM
BLOCK WALL	Apply
Category Name: BUILDING	Description: CMU WALL NON RETAINING
FIRE SPRINKLER - RESIDENTIAL INSPECTION	Apply
Category Name: FIRE CONSTRUCTION	Description: FIRE SPRINKLER - RESIDENTIAL INSPECTION
ENCROACHMENT	Apply
Category Name: ENGINEERING	Description: PLAN CHECK APPLICATION, PROCESS BY WHICH PLANS FOR CONSTRUCTION AND OTHER ACTIVITY (EX. DRIVEWAYS, CURB CORES, POT HOLING, SEWER LATERALS) IN OR ACROSS CITY PROPERTY (EX. STREET, SIDEWALK) IS REVIEWED AND PERMITTED FOR INSPECTION.

You can also click on the “Show Categories” link to view each of the application types with a greater degree of specificity.

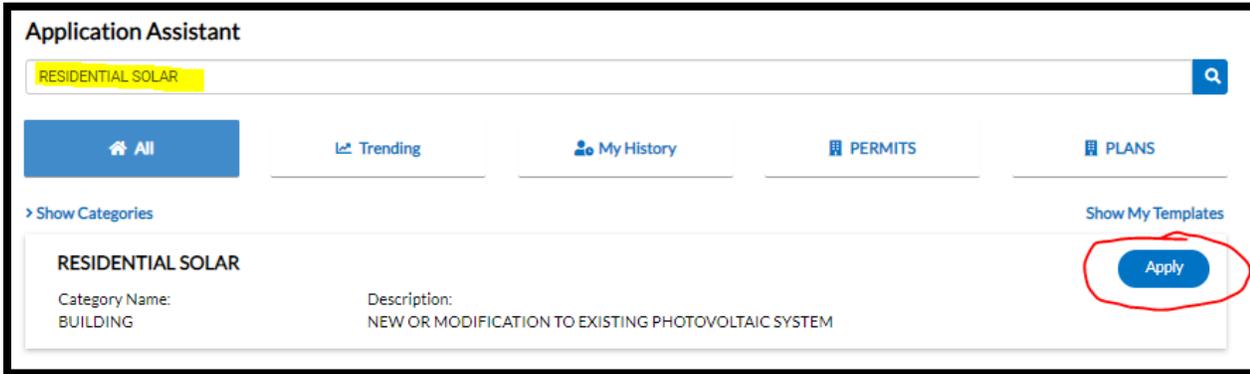


All

< Hide Categories

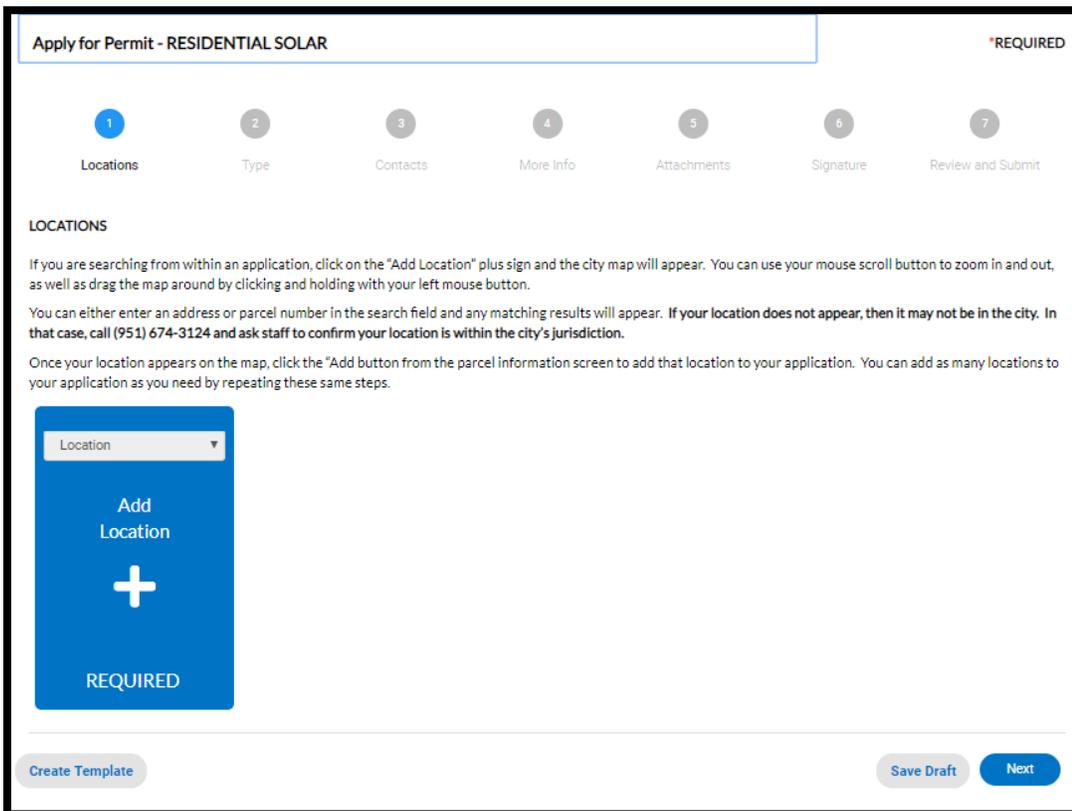
- All
- PERMITS 63
- All 63
- BUILDING 39
- ENGINEERING 12
- FIRE CONSTRUCTION 11
- LAKE USE 1
- PLANS 32

Once you have found the application type you wish to submit for, click the “Apply” button to the right of the window.

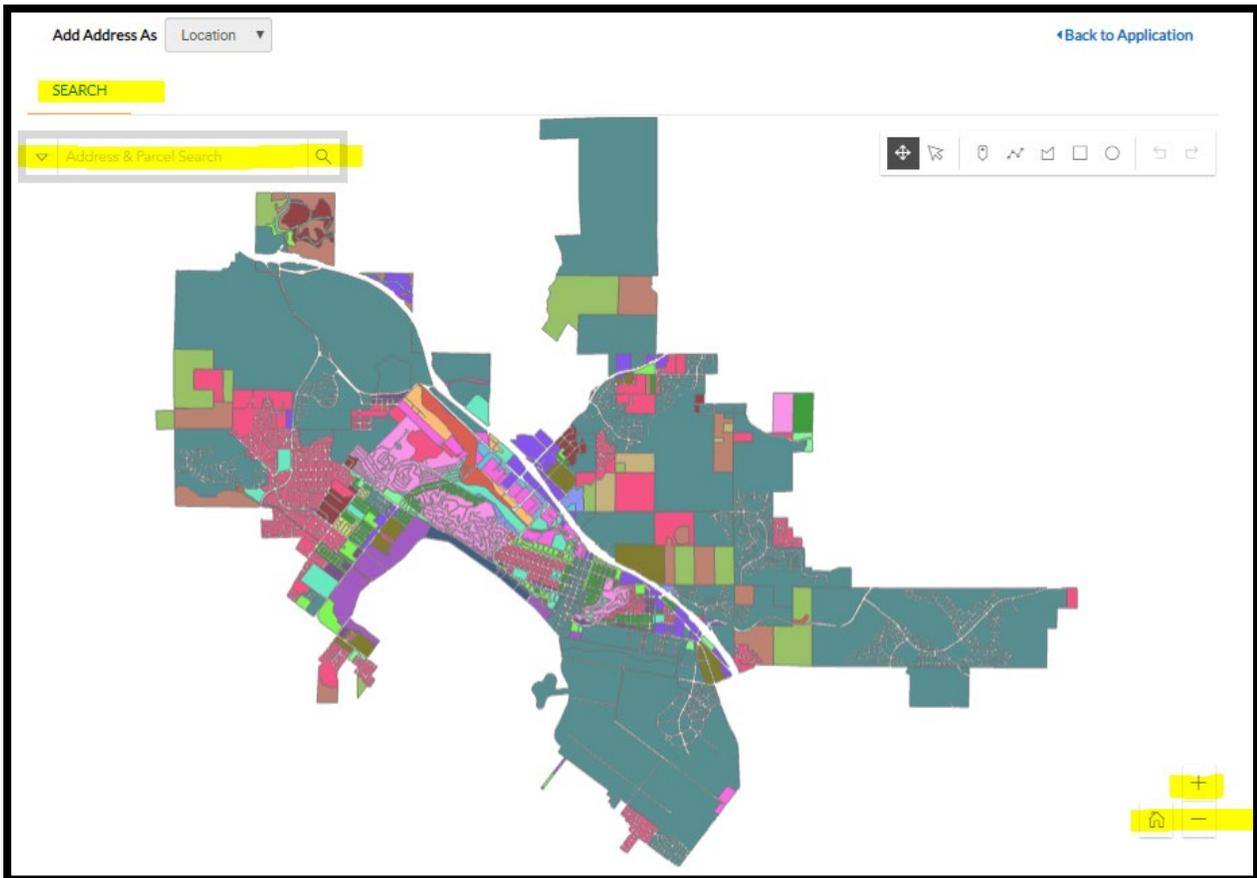


The first step of the application process is to provide a location. **TIP*** be sure to pay attention to the notes that appear on the different screens as you are applying. They provide information you need to observe during that section of your application.

Click on the “Add Location” tile.



Once you click on the “Add Location” tile, a map of the City will appear along with a search tool.



You can zoom in or out of the map using the wheel on your mouse or by clicking on the plus or minus signs in the lower-right corner of the window.

NOTE* you can only submit applications for locations that are within the city limits. This map shows the boundaries for the city. If you zoom in to your location and notice it is not within these boundaries, please stop the application process and call city hall at (951) 674-3124 to confirm with city staff.

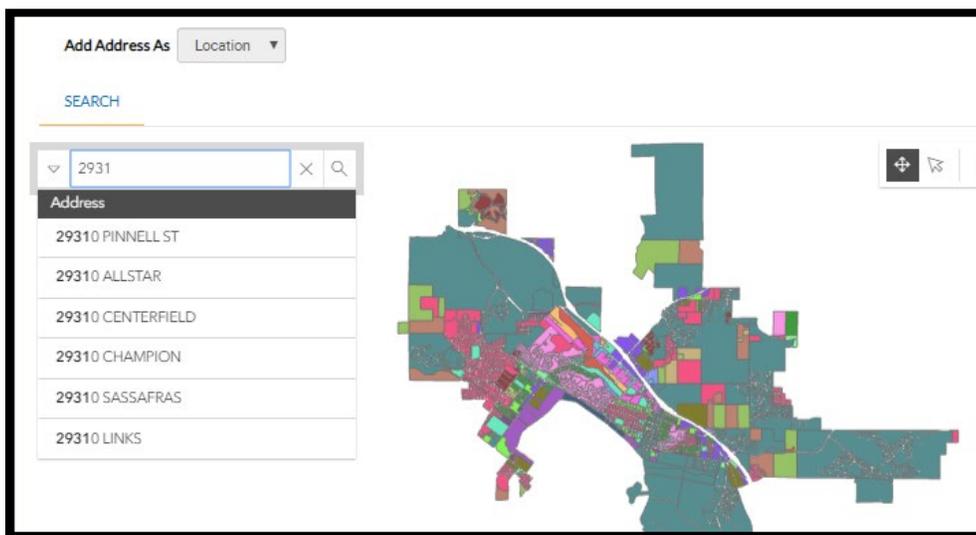
Property located within the city limits will be shaded with a color and display points within each parcel to identify the parcel as being in the city limits.

In the following image, you can clearly see where the city limit ends on Skylark Dr. Parcels within the city limits on the left and right-hand side of that street are shaded in red & blue and have parcel identifiers in each parcel. The parcels outside of the city limits are not shaded and do not have parcel identifiers inside each parcel.



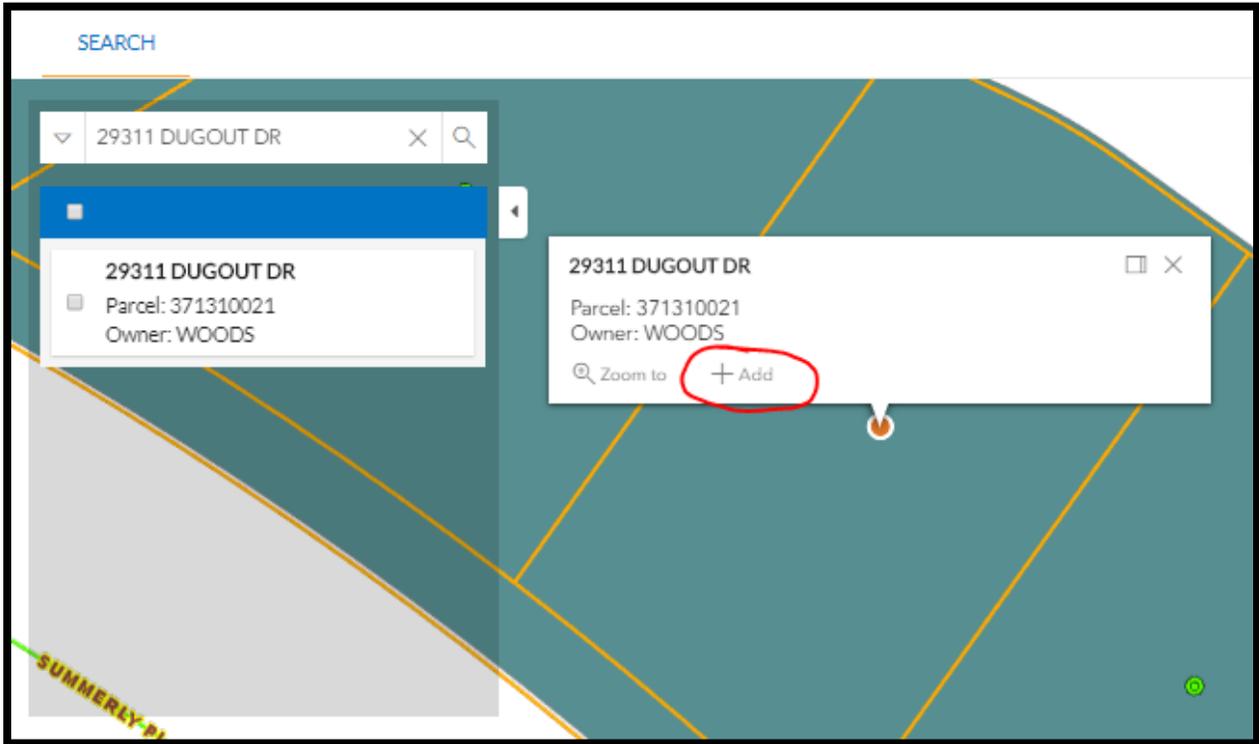
NOTE* the different shaded areas on the map refer to the various approved zoning requirements for those areas.

You can also find a location by searching for address or parcel number from the search bar.



As you begin typing, address or parcel matches will appear on the list.

When you select the address/parcel you want to use, the map will zoom to that parcel and display the parcel owner information. Click on the “Add” plus sign to add that location to your application.



The CSS Portal will show you the attached location and provide you with the opportunity to add another location, if necessary. If you don't need to add another location, click the next button at the bottom of the screen.

NOTE* you can save your application at any time during the application process by clicking on the Save Draft button at the bottom of the screen. Saved drafts can be accessed from your account screen later when you wish to continue with the application.

Step two of the application process asks you to confirm the application type and to enter any required information or descriptions of your work. Each application type may require unique information from the applicant. The Description field is where you should enter any relevant application details.

NOTE* fields marked with a red asterisk are required and must be populated before you can proceed.

Apply for Permit - RESIDENTIAL SOLAR *REQUIRED

1 Locations
 2 Type
 3 Contacts
 4 More Info
 5 Attachments
 6 Signature
 7 Review and Submit

PERMIT DETAILS

Please enter a thorough description of your application with as much detail as possible in the Description field.
Any required fields as denoted with a red asterisk (*) must be completed before you can move forward with your submission.

* Permit Type:

* Description:

Square Feet:

* Valuation:

Back Create Template
Save Draft Next

Step three provides you with the chance to attach any other contacts, such as Architects, Contractors or Developers to the application. By default, you – the applicant – will be attached as the Applicant.

Apply for Permit - RESIDENTIAL SOLAR *REQUIRED

1 Locations
 2 Type
 3 Contacts
 4 More Info
 5 Attachments
 6 Signature
 7 Review and Submit

CONTACTS

By default, the Applicant's contact information will be added to the application. You can add additional contacts, such as Architects, Contractors and Owners by clicking the "Add Contact" plus sign and choosing the type of contact from the "Add Contact As" drop down list.

APPLICANT



Matt Woods (You)
MWOODS TEST CO.
29311 DUGOUT DR, LAKE
ELSINORE, CA, 92530

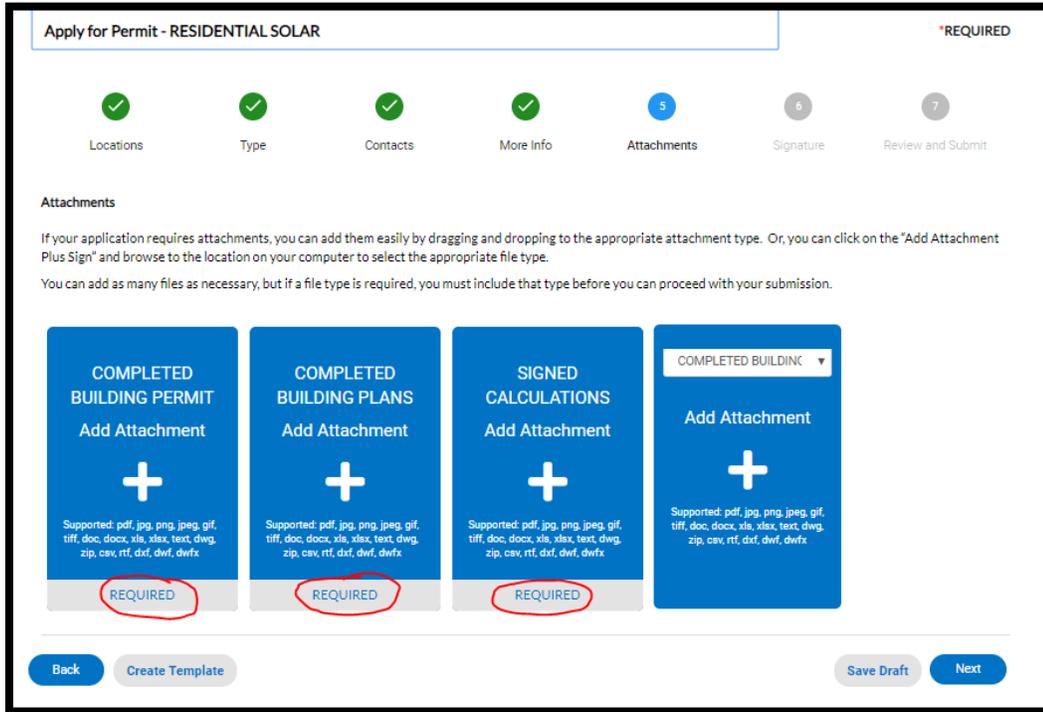
APPLICANT

Add Contact



Back Create Template
Save Draft Next

You can move through step four by clicking next to get to step five, where you attach any required forms or plans to your application.



You must attach the required items to your application before you proceed to step six. Required items are clearly defined from the attachment screen. In order to attach the records, you can either click on the required item and "Browse" to the file location on your computer, or you can drag the file from your computer and drop it on the appropriate required file type.

Once you have attached the required documents, click next to proceed to the next step, where you can electronically sign your application.

Apply for Permit - RESIDENTIAL SOLAR *REQUIRED

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 6 Review and Submit 7

SIGNATURE

I CERTIFY THAT I AM AUTHORIZED TO SUBMIT THIS APPLICATION ON BEHALF OF ALL CONCERNED PARTIES AND UNDERSTAND FEES WILL BE CHARGED FOR THE COMPLETION OF THIS APPLICATION. I FURTHER UNDERSTAND THAT NO WORK WILL BEGIN ON MY APPLICATION UNTIL ALL ASSESSED APPLICATION FEES HAVE BEEN PAID.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Matt Woods
March, 31 2020

Mindy Woods

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

If you are applying from a computer, you'll need to first type your name in the upper consent field. Then click the button that enables you to type your signature and then type your name in the adjacent box. As you type, your name will be "signed", below. Click next to proceed to the final step.

The final step provides you with an overview of your application with an estimate of what your fees for you application may be.

NOTE* the fees estimated may change once your application has been reviewed by staff. This estimate is provided as an initial good faith estimate only.

Apply for Permit - RESIDENTIAL SOLAR

*REQUIRED



Submit

Locations

Location 29311 DUGOUT DR, LAKE ELSINORE
Parcel Number 371310021

Basic Info

Type RESIDENTIAL SOLAR
Description Residential photovoltaic system
Square Feet
Valuation 17000
Applied Date 03/31/2020

Contacts

APPLICANT Matt Woods
MWOODS TEST CO.
29311 DUGOUT DR DR, LAKE ELSINORE, CA , 92530

Estimated Fees

The following is a fee estimate and totals are subject to change. Additional fees may apply.

Fee	Amount
MISC APPARATUS, CONDUITS & CONDUCTORS - SOLAR	\$16.25
PERMIT ISSUANCE FEE - SOLAR	\$30.00
PLAN CHECK - SOLAR	\$188.25
PLAN RETENTION - SOLAR (RESIDENTIAL)	\$2.28
PROFESSIONAL DEVELOPMENT FEE - SOLAR	\$10.00
SEISMIC - RESIDENTIAL	\$2.21
SOLAR PERMIT FEE - RESIDENTIAL	\$251.00

Total: \$499.99

More Info

No records to display.

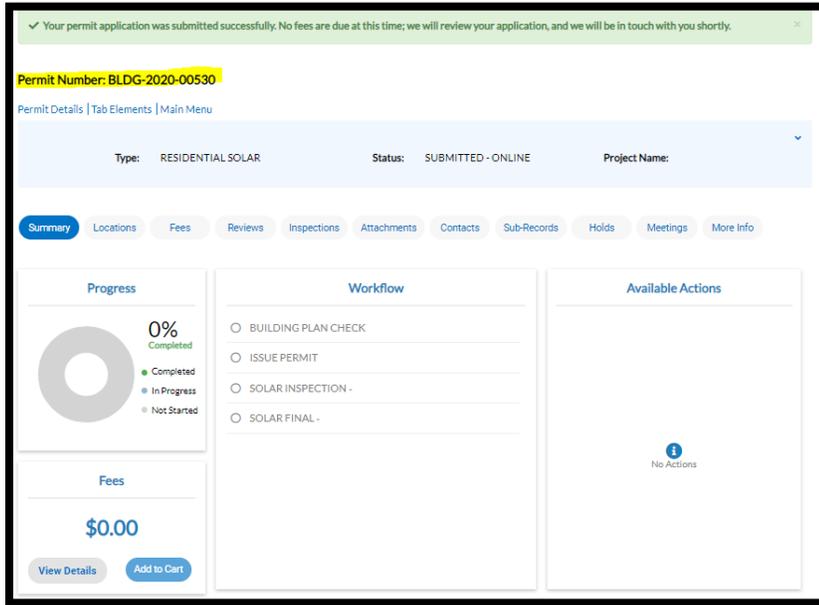
Attachments

COMPLETED BUILDING PERMIT APPLICATION CSS PORTAL REGISTRATION GUIDE.pdf
COMPLETED BUILDING PLANS Temecula Registration how to.pdf
SIGNED CALCULATIONS CAP Client Customizations (002).pdf

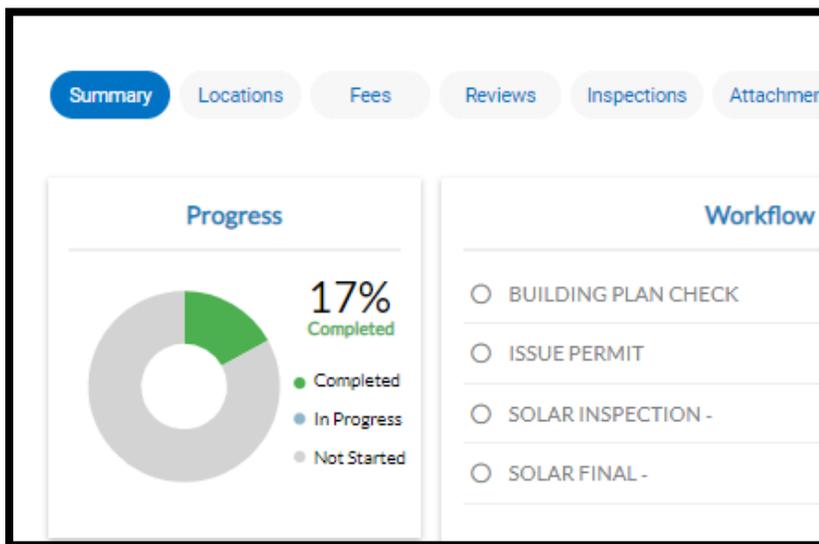
Back Create Template

Save Draft Submit

Once your application has been submitted, it will be assigned an application number, which you can use to track your application through the completion process.



As your application is being processed, you'll see the progress bar change to reflect where your application is in the overall completeness.



Your application can now be viewed by logging into the CSS Portal and clicking on the Dashboard menu item. From there, you can see the status of all of your applications, inspections and invoices.

You can call City CSS Portal support staff with any questions you have concerning the registration or use of the CSS Portal site. That number is (951) 674-3124 x 321